

Willow Springs

SITE AND ARCHITECTURAL REVIEW BOARD (SARB) RULES AND REGULATIONS

Adopted by the *Willow Springs* HOA Board January 2019

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I. SARB OVERVIEW AND INTRODUCTION

A. MISSION STATEMENT OF SARB

The Site and Architectural Review Board's mission is to assist and encourage homeowners desiring to make changes to their home or property in a manner that incorporates a balance of design, material, and quality congruent with the rules and regulations that govern our Community. The SARB executes this mission by reviewing completed applications in an unbiased, efficient and effective manner.

B. FOUNDATION AND EXISTENCE OF SARB

WillowSprings is regulated by the City of Franklin; and, more importantly, by the WillowSprings Covenants, Conditions and Restrictions, a set of rules and regulations commonly referred to as the CCRs.

The authority for maintaining the quality of design and condition of property within the WillowSprings Community is found in the CCRs, Article X. The CCRs establish the Site and Architectural Review Board (SARB) to exercise the HOA Board authority in this regard.

C. SCOPE AND FUNCTION OF SARB

With oversight from the HOA Board, the SARB is tasked with creating and disseminating a detailed rules and regulations document that outlines criteria and procedures for implementing the requirements of the CCRs and encourages the development of properties which harmonize with one another and are compatible with the Community in general.

The SARB Rules and Regulations document is reviewed on an annual basis. It is designed to help WillowSprings property owners navigate the application, review and approval process when wishing to make any exterior changes, improvements, modifications or additions to their home or property. The SARB Rules and Regulations document is further designed to assist homeowners, residents, SARB and the HOA Board in clarifying and interpreting the Community requirements set forth in the CCRs while maintaining and enhancing WillowSprings.

The SARB is authorized to exercise discretion in approving or denying a specific proposal. In some specific cases, SARB and/or the HOA Board may approve a proposal that constitutes a variance with a standard set forth in the SARB Rules and Regulations document. This does not constitute a precedent for future projects.

D. MAKEUP AND MEMBERSHIP OF SARB

SARB consists of five (5) to seven (7) members. SARB is composed of WillowSprings volunteer, resident homeowners approved by the HOA Board and who serve at the discretion of the HOA Board.

It is the objective of the HOA Board to have SARB membership representing each property type within WillowSprings. It is also the intent to have SARB membership with varying backgrounds and/or experiences applicable to design architecture, or residential construction or management.

SARB members serve a one-year (1) term, and the composition of SARB is reviewable by the HOA Board. SARB meetings are held on a regularly-scheduled basis and/or on an as-needed basis to address individual Improvement Applications in as expeditious a way as possible.

For a list and contact information for current SARB members and HOA Board Liaison and Community Manager, refer to the WillowSprings HOA website: www.willowspringshoa.com.

II. SARB IMPROVEMENT APPLICATION PROCESS

A. IMPROVEMENTS REQUIRING SARB APPLICATION, REVIEW AND APPROVAL

Fundamental to the CCRs and within *Article X – Architectural Standards*, is the requirement that prior written approval for all exterior improvements, additions or modifications to homeowner property be reviewed and approved by the SARB.

Article X – Architectural Standards, states that “no person shall construct any Residential Unit or other improvements upon a Unit, or after completion of such Residential Unit, or other improvements, make any modifications, additions or alterations to such Residential Unit or any structure thereon or improvement thereto, without the prior written approval of SARB”.

Exterior improvements, modifications, alterations or additions to a residential dwelling or property (cosmetic or structural) which are clearly visible within the community from streets, alleyways, sidewalks or another neighbor’s property are subject to SARB Improvement Application review and approval prior to commencement.

Improvements (structural or cosmetic) which fall under the above consideration are deemed to impact, influence and affect neighboring properties and the WillowSprings Community overall; and in accordance with the existing CCRs, are subject to SARB application and review on an individual basis.

B. STEPS FOR SUBMITTING A SARB IMPROVEMENT APPLICATION

1. The SARB Improvement Application is available from Ghertner and Company and online at: www.willowspringshoa.com. To access the application:
 - Open internet browser (Google Chrome, Firefox, Internet Explorer etc.) and type in www.willowspringshoa.com
 - Click on “RULES AND REGULATIONS” at the top of the page.
 - Scroll down and click on “SARB Improvement Application” to view and/or print.
2. Fill out the SARB Improvement Application completely. Include specific drawings, sketches, blueprints, manufacturer product information and/or photos which depict or illustrate the intended outcome of the desired improvement(s) in terms of placement, material, color, size, scale, scope etc. Where applicable, demonstrate how and where a desired improvement is intended to be placed, adjoined or attached to the existing property. Where applicable, show how it will function in relation to neighboring properties. Where paint color is involved, provide the color manufacturer’s **brand name**, manufacturer’s **color number**, **color name**, and **paint finish** (e.g. *Sherwin-Williams, #7069, “Cityscape”, Satin*); and be advised that a color-sample board painted on any kind of foam board, cardboard, poster board, or portion of the home covering a minimum 2’ x 2’ section is required at the time of the site visit.
3. The requirement for securing neighboring homeowners’ signatures does not indicate neighbor approval of the proposed project. Signatures indicate awareness only; however, the form urges neighbors to provide comments, feedback and objections. In addition, the form explicitly states that applicable property-line or easement issues must be discussed with neighbors when obtaining signatures. Since alterations may affect neighboring properties, homeowners are urged to discuss all aspects of their plans with their neighbors prior to filing an application for SARB approval. The number of required signatures is addressed on a case-by-case basis and is dependent upon the number of adjacent or adjoining properties and the location of the proposed improvements. Signatures of all neighbors facing or affected by the requested improvements are mandatory.

4. Should the improvement request be urgent or time sensitive, as in the case of replacing a leaking roof; it is recommended that, in addition to noting this urgency on the Improvement Application, the homeowners contact the Management Company directly to bring this to the Community Manager's attention. SARB will make every effort to review the improvement request as expeditiously as possible in these cases.
5. Submit the completed SARB Improvement Application along with all accompanying documentation to the Management Company via email, mail or fax. Contact information can be found on the first page of the SARB Improvement Application.

C. WHAT HAPPENS AFTER SUBMITTING A SARB IMPROVEMENT APPLICATION?

1. SARB Improvement Applications are forwarded by the Management Company to the WillowSprings SARB Chair, who then disseminates copies to individual SARB members for review.
2. Improvement Applications completed in full are addressed as timely as possible by the SARB. Submitted Improvement Applications determined to be incomplete, or that require further clarification or information in order for the SARB to proceed with an accurate and timely appraisal of the request, are placed on hold until such time as any incomplete, missing or unclear information is received from the applicant. In such instances, the SARB will contact the homeowner making application to make inquiry and obtain this information.
3. Completed SARB Improvement Applications are initially reviewed by means of an in-person SARB visit where proposed improvements to the property are viewed on site and discussed directly with the homeowner. A SARB member will contact the homeowner making application to schedule such a site visit. Note that depending on the proposed improvements to the property, the applicant may be asked to provide samples during this site visit of paint or product colors, manufacturer's product information, samples of construction materials etc. The SARB further convenes after site visits to continue a thorough review of the Improvement Application and come to a decision.

D. NOTIFICATION OF SARB DECISION

1. The CCRs allow up to 45 days after an Improvement Application is received for SARB review, decision and notification. However, it is the SARB's intent to review and come to a decision on an Improvement Application as quickly as possible. Therefore, in addition to scheduled SARB meetings, the SARB convenes on an as-needed basis to review Improvement Applications.
2. SARB decisions on an Improvement Application will be as follows:
 - APPROVED (*if several options have been submitted, the approved option will be noted*)
 - APPROVED WITH CONDITIONS (*subject to conditions noted*)
 - DENIED (*as noted*)
 - ON HOLD (*returned for missing or incomplete information, or alteration as noted*)
3. SARB decisions on an Improvement Application will be communicated to the Management Company by the SARB. The Management Company will, in turn, email the applicant with the decision via an attached, official notification letter within five (5) business days of a SARB

decision. If no email address is on file, the official notification letter will be sent by conventional mail.

4. To encourage open lines of communication between the SARB and homeowners and to minimize the time between submission of an application and receiving a decision, an effort will be made by the SARB to contact the applicant by email within forty-eight (48) hours after the site visit.
5. Approval of plans is not authorization to revise the original application; any deviation or variation from the original application must be resubmitted for approval.
6. After work begins, as described in the approved SARB Improvement Application, it is to be completed within six (6) months or one hundred and eighty (180) days. If for some reason work cannot be completed within this allotted timeframe, homeowners are required to contact the Management Company to request an extension of time.
7. SARB Improvement Applications are valid for six (6) months or one-hundred eighty (180) days from the date of approval, unless otherwise noted. After such time, the SARB Improvement Application becomes null and void.
8. The SARB application and approval process is “closed out” after a post-improvement site inspection is completed by the SARB. To request a completion inspection, homeowners must contact the Management Company Community Manager, who will notify the SARB that the work as described in the approved SARB Improvement Application has been completed. SARB will then contact the homeowner and schedule a site visit to review the completion of the approved work.

E. HOMEOWNER RECOURSE AND THE APPEALS PROCESS

An appeals procedure exists for those affected by a SARB decision viewed as unfavorable by an applicant homeowner. An appeal is made directly to the HOA Board in writing. The following spells out the appeal process as approved by the HOA Board February 17, 2014:

The SARB Committee may not discriminate between Owners, and upon a written request for a hearing submitted to the Board, an [appealing] aggrieved Owner shall have the right to a hearing before the full HOA Board. The appeal request must be submitted to the Board within 15 days of SARB’s notification to the homeowner.

The [appealing] aggrieved Owner will present the SARB paperwork and the Owner’s reasoning of its position in requesting the appeal. The Board will consider all the facts and render its decision within 5 working days of being convened. The Board’s decision will either confirm or set aside the SARB decision.

If a WillowSprings homeowner contacts the Management Company or the SARB committee about another neighbor’s SARB application, the SARB Chairman will provide the specified application to the inquiring neighbor. The SARB will not discuss the project beyond what is included in the application in question. Inquiring neighbors should first speak to the SARB-applicant homeowner directly when there are questions or disputes. The SARB Improvement Application is designed to encourage applicants to discuss with their neighbors what they are proposing to do before it is done; thus, preventing misunderstandings between neighbors.

III. SARB RULES AND REGULATIONS BY TOPIC

The following list does not address every possible situation or improvement that may require SARB approval; however, it does include guidelines for improvements for which homeowners most frequently submit applications to SARB. The WillowSprings Covenants, Conditions and Restrictions, also known as the CCRs, may provide further reference and direction on many additional topics. When in doubt as to whether a SARB Improvement Application is required, it is recommended that a SARB Improvement Application be submitted.

ADDITIONS

SARB application, review and approval are required for the construction of an addition to an existing home or property.

- Additions must be compatible with the architectural character of the house to which they are attached in terms of style, color and material
- Additions must be consistent with the visual scale of the house
- Addition roofs/roofing must match or complement the existing structure in slope and form
- Addition windows and/or doors must relate well to existing exterior openings
- Addition location must not adversely affect views, natural light or ventilation of adjacent properties
- Addition plans and specifications must meet City of Franklin Code requirements and have all necessary building permits (*where applicable*)
- Tennessee Law requires a property owner or contractor to notify the utility companies of any excavation or digging to protect yourself and your property against underground utility damage and liability (*Tennessee One-Call can be reached 24 hours a day, 7 days a week by simply dialing 811 from your phone*)

ARBORS

(*See also Gazebo, Pergola and Trellis*)

SARB application, review and approval are required for the addition, modification, construction or installation of arbors or similar skeletal structures with overhead members.

- Arbors must be compatible with the architectural character and design of the house to which they are intended to be placed in terms of style, color and material
- Arbors must be consistent with the visual scale of the house and property
- Arbors must not adversely affect views, natural light or ventilation of adjacent properties
- Arbors must be metal or wood
- Arbors must be a color that blends or compliments the dominant house color(s)
- Arbors are not permitted in the front of homes

AWNINGS | CANOPIES | SUN-CONTROL DEVICES

SARB application, review and approval are required for the addition, modification or installation of awnings, canopies, patio covers or similar sun-control devices.

- Awnings or similar sun-control devices must be compatible with the architectural character and design of the house in terms of style, color and material

- Awnings or similar sun-control devices must be consistent with the visual scale of the house
- Awning or similar sun-control device location must not adversely affect views, natural light or ventilation of adjacent properties
- Awnings or similar sun-control devices must be a solid, natural color or pattern that blends with or complements the dominant house color(s)
- Awnings or similar sun-control devices must be constructed of natural woven fibers or fabric
- Awnings or similar sun-control devices are not permitted to be plastic, vinyl, metal, or wood
- Awning or similar sun-control device framework or mountings must match the trim or dominant color of the house
- Awnings or similar sun-control devices are not permitted on the front of any home or side portions of homes that can be seen from the street or sidewalks.
- Portable, non-permanent sun-control devices are not permitted to be integrated as a permanent fixture/element on decks, patios etc.

DECKS

(See also Patios)

SARB application, review and approval are required for the addition, modification, construction or installation of decks.

- Decks must be compatible with the architectural character and design of the house in terms of size, style, color and material
- Decks must be consistent with the visual scale of the house and property
- Decks are not permitted on the front or side portions of homes
- Portable, non-permanent sun-control devices are not permitted to be integrated as a permanent fixture/element on decks
- Deck plans and specifications must meet City of Franklin Code and easement requirements and have all necessary building permits *(where applicable)*
- Tennessee Law requires a property owner or contractor to notify the utility companies of any excavation or digging to protect yourself and your property against underground utility damage and liability
(Tennessee One-Call can be reached 24 hours a day, 7 days a week by simply dialing 811 from your phone)

DOORS

SARB application, review and approval are required for the addition, modification, construction or installation of all exterior door(s) on a home, including but not limited to: front door(s), access door(s), garage door(s), screened door(s) and/or storm door(s).

- Exterior door(s) must be compatible with the architectural character and design of the house
- Exterior door(s) must coordinate with or match the color scheme of the house
- Exterior door(s) with internal and/or built-in mini blinds are not permitted
- Security bars installed on exterior door(s) are not permitted

DRIVEWAYS | WALKWAYS | SIDEWALKS

SARB application, review and approval are required for any modification of a driveway, walkway or sidewalk from its original dimension, design or composition.

- Driveway, walkway and sidewalk materials are limited to concrete, aggregate concrete and/or pavers
- Periodic up-keep and maintenance of driveways, walkways or sidewalks in the form of the reapplication of a protectant or sealant does not require a SARB application or approval
- Painting and/or decorative concrete staining of driveways, walkways or sidewalks is not permitted
- Hard-surface overlay applications of any kind, other than the original concrete, aggregate concrete or pavers are not permitted.

FENCE | FENCING

SARB application, review and approval are required for the addition, removal, modification and construction for the installation of fencing.

General Fencing Criteria:

- Fences must be compatible with the architectural character and design of the house in terms of style, color and material
- Fences must be consistent with the visual scale of the house and property
- Fence gates must be compatible with fencing in design, material, height and color
- Fences are to be a minimum of three (3) feet in height, and a maximum of six (6) feet, six (6) inches in height
- Acceptable fence material(s) are wood, brick, aluminum or ornamental black metal, white vinyl, white PVC or hedge-row plantings
- Chain link, barbed wire and wire-strand fences are not permitted
- Fences are required to be well-maintained and in good repair
- Fences are to be constructed of either vertical picket or plank-board surfaces
- Spacing of vertical pickets or plank-boards are not to exceed two and one half inches (2 ½")
- Wood fences may be constructed of treated lumber, cedar or white oak
- Invisible fences (i.e. underground electronic pet fences) may be installed without application
- Fences are not to be constructed in drainage easements
- The City of Franklin requires a building permit for fences built in a flood plain
- Ordinances and state and city building codes for safety fencing (i.e. swimming pool or spa fencing) take precedence over SARB Rules and Regulations
- Tennessee Law requires a property owner or contractor to notify the utility companies of any excavation or digging to protect yourself and your property against underground utility damage and liability
(Tennessee One-Call can be reached 24 hours a day, 7 days a week by simply dialing 811 from your phone)

Village / Cottage Home Specific Criteria:

- Courtyard fences in the Village / Cottage homes may not extend past the rear wall of the home or garage and/or adjacent home or garage
- Courtyard fences in the Village / Cottage homes may not be extend to within twelve (12) feet of the front corner of the adjacent home or the back wall of the porch if located on front of the adjacent home
- Courtyard fences in the Village / Cottage homes may not enclose any utility meters and/or panels

- Village / Cottage homes are required to have a street/sidewalk fence façade. This façade may take the form of a continuous hedge-row planting, wood, brick, aluminum or ornamental black metal, white vinyl or white PVC
- Fences are to be constructed of vertical picket or plank-board surfaces
- Spacing of vertical pickets or plank-boards are not to exceed two and one half inches (2 ½")
- Wood fences may be constructed of treated lumber, cedar or white oak
- Wood fences are to be finished with white paint on street front
- Continuous hedge-row fences located at street/sidewalk are to consist of boxwood-variety shrubs or shrubs that maintain their foliage throughout the winter months
- Specific to the replacement of a street/sidewalk fence in Village/Cottage homes, the following criteria exists:
 - The base of in-ground posts on a fence constructed of wood, vinyl or PVC must be protected by metal sleeves (also known as fence guards, fence protectors, post shields or post cuffs)
 - Excluding in-ground support posts, the pickets, planks or bottom horizontal member of wood, vinyl or PVC must be a minimum of 4-1/2" and a maximum of 5-1/2" off the ground
 - Shrub size and spacing for continuous hedge-row fences are to be a minimum of either: three (3) gallon varieties spaced two (2) feet apart center to center, or five (5) gallon varieties spaced three (3) feet apart center to center

Traditional and Custom Home Specific Criteria:

- Fences that enclose the front yard are not permitted
- Prior to installation, the homeowner must verify the property lines and corners by a survey
- If after installation it is determined that a fence encroaches on a neighbor's property, the homeowner is responsible for all cost(s) involved to verify property lines and corners and the relocation and/or removal
- Neither SARB or the WillowSprings HOA Board are responsible or liable for any cost(s) associated with verification and/or relocation
- Fences are not to extend beyond the front corner of an adjacent home
- Fences are to be a minimum of three (3) feet in height, and a maximum of six (6) feet, six (6) inches in height
- Fences are to be constructed of either vertical picket or plank-board surfaces
- Spacing of pickets or plank-boards are not to exceed two and one half inches (2 ½")
- Fences of wood, aluminum or ornamental black metal, white vinyl or white PVC are acceptable
- Wood fences may be constructed of treated lumber, cedar, or white oak
- Wood fences may have a finish of white paint or a clear top coat or clear wood preservative such as lacquer, shellac or polyurethane
- Wood fences opting for a natural/raw wood look with a clear top coat must be constructed of posts, vertical pickets or planks, and horizontal members all the same type
- Wood fences opting for a painted white finish may be constructed of different types of wood, (i.e. treated lumber posts and cedar pickets)

FIRE PITS | FIREPLACES: OUTDOOR

(See also Outdoor Kitchens, Built-in Barbecues and Grills)

SARB application, review and approval are required for the addition, modification, construction or installation of outdoor fireplaces, fire-pits or other wood-burning or gas-burning components that are permanent, affixed or built-in.

The placement of temporary fire-bowl / fire-pit style units does not require SARB application.

- Outdoor fireplaces or fire pits must be compatible with the design and architectural character in terms of style, color, size and material

- Outdoor fireplaces or fire pits must be consistent with the visual scale of the house and property to which they are intended to be placed
- Outdoor fireplaces or fire pits must be fully faced on all exposed sides from base to top with like material, such as stucco, stone, brick etc.
- Outdoor fireplaces or fire pits must not adversely affect views, natural light or ventilation of adjacent properties
- Outdoor fireplaces or fire pits are not permitted in the front of homes
- Outdoor fireplace or fire pit plans and specifications must meet City of Franklin Code and burn permit requirements and have all necessary building permits (*where applicable*)
- Tennessee Law requires a property owner or contractor to notify the utility companies of any excavation or digging to protect yourself and your property against underground utility damage and liability
(*Tennessee One-Call can be reached 24 hours a day, 7 days a week by simply dialing 811 from your phone*)

FOUNTAINS | BIRD-BATH FOUNTAINS

(*See also Ponds, Water Features*)

SARB application, review and approval are required for the addition, modification, construction or installation of built-in fountains, bird-bath fountains or similar water features.

The placement of portable, temporary or self-contained style fountains or bird-bath fountains in the rear or side portions of properties does not require SARB application.

- Fountains, bird baths or similar built-in water features must be compatible with the overall design, architectural character and visual scale of the home/property in terms of style, color, size and material
- Fountains, bird baths or similar built-in water features must be integrated into the overall landscape design and placed within a defined landscape bed
- Fountains, bird baths or similar built-in water features must be maintained in a manner that does not create a condition capable of breeding mosquitos or other arthropods
- Fountains, bird baths or similar built-in water features equipment must be placed in as inconspicuous a location as possible, so as not to detract from original property elevations, overall look, design or aesthetics of the property or adjacent properties
- Fountains, bird baths or similar built-in water features or their corresponding equipment must not adversely affect views, natural light or ventilation of adjacent properties
- Fountain, bird baths or similar built-in water features plumbing and/or equipment lines must be subterranean or concealed
- Fountains, bird baths or similar built-in water features plans and specifications in terms of water supply, drainage or disposal must meet City of Franklin Code requirements and have all necessary building permits (*where applicable*)
- Tennessee Law requires a property owner or contractor to notify the utility companies of any excavation or digging to protect yourself and your property against underground utility damage and liability
(*Tennessee One-Call can be reached 24 hours a day, 7 days a week by simply dialing 811 from your phone*)

GAZEBOS

(*See also Arbors, Pergolas and Trellis*)

SARB application, review and approval are required for the addition, modification, construction or installation of gazebos.

- Gazebos must be compatible with the architectural character and design of the house in terms of style, color and material

- Gazebos must be consistent with the visual scale of the house and property
- Gazebos must not adversely affect views, natural light or ventilation of adjacent properties
- Gazebos must be wood and painted or stained a color that blends with or compliments the dominant house color(s)
- Gazebos are not permitted in the front of homes

GUTTERS

(See also Roof, Roofing)

SARB application, review and approval are required for gutter replacement or modification.

- Gutter and downspout color changes must relate to and complement the colors of the home and homes in the surrounding area
- Gutter and downspout changes in design, size, material, configuration and downspout location must be congruent with the design of the property

HOT TUBS | SPAS

(See also Swimming Pools)

SARB application, review and approval are required for the addition, modification, construction or installation of hot tubs or spas.

- Hot tubs or spas must be compatible with the overall design and architectural character of the property in terms of style, color, size and material
- Hot tubs or spas must be consistent with the visual scale of the house
- Hot tubs or spas and their corresponding equipment must not adversely affect views, natural light or ventilation of adjacent properties
- Hot tubs or spas and their corresponding equipment must be placed in as inconspicuous a location as possible so as not to detract from original property elevations, overall look, design or aesthetics of the property or adjacent properties
- Hot tub or spa plumbing and/or equipment lines must be subterranean or concealed
- Hot tubs, spas and/or their corresponding equipment are not permitted in the front of homes
- Hot tub or spa plans and specifications in terms of water supply, drainage, and water disposal systems must meet City of Franklin Code requirements and have all necessary building permits *(where applicable)*
- Tennessee Law requires a property owner or contractor to notify the utility companies of any excavation or digging to protect yourself and your property against underground utility damage and liability
(Tennessee One-Call can be reached 24 hours a day, 7 days a week by simply dialing 811 from your phone)

LANDSCAPE: HARDSCAPE

SARB application, review and approval are required for landscape improvements that involve or integrate hardscape elements.

Though the following list is not all-encompassing, hardscape elements are generally defined as permanent or unchanging in nature such as: large rocks, limestone steps, retaining walls, pathways, screening, plant bed curbing or edging or any kind of concrete, masonry or man-made elements such as pavers, stone, natural rock, brick etc.

- Hardscape changes, improvements or elements must be compatible with the overall design and architectural character of the property in terms of style, color, size and material etc.

- Hardscape changes, improvements or elements must be consistent with the visual scale of the home/property
- Hardscape changes, improvements or elements must not adversely affect views, natural light or ventilation of adjacent properties
- Hardscape change, improvements or elements must be consistent with styles found throughout the Community and/or neighboring or surrounding properties
- Hardscape changes or improvements may not violate any restrictions specifically stated in the CCRs
- Tennessee Law requires a property owner or contractor to notify the utility companies of any excavation or digging to protect yourself and your property against underground utility damage and liability
(*Tennessee One-Call can be reached 24 hours a day, 7 days a week by simply dialing 811 from your phone*)

LIGHTING | EXTERIOR ILLUMINATION

SARB application, review and approval are required for all exterior light fixture changes, modifications or additions attached to the home/property, porch, garage etc., and/or freestanding, permanent in-ground structures. These include wall lanterns, sconces, security lighting, spotlights, motion detecting lights, fixed light poles or posts etc.

SARB application for standard, temporary or removable ground level, low-voltage or solar-powered lighting, and low-profile landscape lighting (such as lighting bordering a driveway, path, walkway, plant bed etc.) is generally not required.

SARB application, review and approval are required when the installation of exterior, decorative, landscape, temporary or removable low-voltage or solar-powered lighting (such as lighting bordering a driveway, path, walkway, plant bed etc.) is unique in nature in terms of the light color it emits, the fixture finish, color, shape, size, quantity or location.

In all scenarios, the following pertains to exterior lighting:

- Exterior lighting elements and fixtures must be compatible with the overall design and architectural character of the home/property in terms of style, color, size, material etc.
- Exterior lighting elements and fixtures must be consistent with the visual scale of the home/property
- Exterior lighting elements and fixtures must match or complement existing fixtures in terms of style, color, size, finish and material. A desired change in a fixture must be carried throughout and replaced consistently throughout the home/property in a matching or coordinating style
- Exterior lighting elements and fixtures must be consistent with styles found throughout the Community and/or neighboring or surrounding properties
- Exterior decorative lighting, security lighting or ground-level landscape lighting (such as lighting which borders a driveway, path, walkway, plant bed etc.) must be unobtrusive in nature and in placement
- Exterior decorative lighting, security lighting or ground-level landscape lighting (such as lighting which borders a driveway, path, walkway, plant bed etc.) must be consistent with the design and architectural character of the home/property
- Exterior decorative lighting, security lighting or ground-level landscape lighting (such as lighting which borders a driveway, path, walkway, plant bed etc.) must be compatible with the home/property in terms of style, color, material, quantity, size, placement and scale
- Exterior decorative lighting, security lighting or ground-level landscape lighting (such as lighting which borders a driveway, path, walkway, plant bed etc.) must be consistent with styles found throughout the Community and/or neighboring or surrounding properties
- Exterior decorative lighting, security lighting or ground-level landscape lighting (such as lighting which borders a driveway, path, walkway, plant bed etc.) must be directed solely onto the individual property on which the lighting is located and in a manner which prevents light from spilling or falling onto or disturbing adjacent or neighboring properties

NEW CONSTRUCTION | RE-CONSTRUCTION | RE-BUILD | TEAR DOWN | EXTENSIVE EXTERIOR REPAIRS

SARB application, review and approval are not required for minor or urgent exterior home or property repairs or touchups so long as ALL exterior components of the home and property remain entirely, fundamentally and visually unchanged upon completion of such repairs; and all components are returned to their original state or condition in terms of material, size, color, layout, location etc. Examples of this include patching/repairing a leak in an existing roof or patching/replacing a few boards in an existing deck. When in doubt if a SARB application is required, submit the completed application.

All exterior repairs which are not minor or urgent but are major or extensive in terms of the scope of work, the length of time work will take place, or which are/or will be outwardly noticeable within the community require SARB application, review and approval. Examples of this include application of a new roof and extensive changes to an existing deck.

SARB application, review and approval are required for ALL new construction, re-construction, re-build and tear downs.

In the event of damage or destruction to a home or property within WillowSprings, the repair, reconstruction, re-build or restoring of properties to substantially the same condition in which it existed prior to any casualty will fall under the applicable and corresponding articles within the CCRs.

- All related utility easements, construction access, plans and specifications must meet City of Franklin Code requirements
- All related and necessary building permits regarding zoning, drainage easements, flood plains or other miscellaneous development issues are the responsibility of the property owner
- Tennessee Law requires a property owner or contractor to notify the utility companies of any excavation or digging to protect yourself and your property against underground utility damage or liability.
(Tennessee One-Call can be reached 24 hours a day, 7 days a week by simply dialing 811 from your phone)

OUTDOOR KITCHENS | BUILT-IN OR PERMANENT GRILLS AND BARBEQUES

(See also Fire Pits and Fireplaces)

SARB application, review and approval are required for the addition, modification, construction or installation of outdoor kitchens, built-in or permanent grills and barbeques.

- Outdoor kitchens or built-in or permanent grills or barbeques must be compatible with the design and architectural character of the house to which they are intended to be placed in terms of style, color, size and material
- Outdoor kitchens or built-in or permanent grills and barbeques must be consistent with the visual scale of the house and property
- Outdoor kitchens or built-in permanent grills must be fully faced on all exposed sides from base to top with like material such as stucco, stone, brick etc.
- Outdoor kitchens or built-in or permanent grills and barbeques must not adversely affect views, natural light or ventilation of adjacent properties
- Outdoor kitchens or built-in or permanent grills and barbeques are not permitted in the front of homes
- Outdoor kitchens or built-in or permanent grills and barbeques plans and specifications must meet Franklin City Code and ordinance requirements and have all necessary building permits *(where applicable)*
- Tennessee Law requires a property owner or contractor to notify the utility companies of any excavation or digging to protect yourself and your property against underground utility damage and liability
(Tennessee One-Call can be reached 24 hours a day, 7 days a week by simply dialing 811 from your phone)

PAINTING: EXTERIOR PAINTING

SARB application, review and approval are required for ALL exterior painting of a home or other appurtenant structure whether or not color changes are involved. The only exception is a minor paint touchup involving the same color. When in doubt if a SARB application is required, submit the completed application.

Painting covers and includes: home(s), appurtenant structure(s), exterior door(s), shutters, foundation, brick, trim, window boxes, porch ceilings, porch flooring, decks, gutters etc.

- Paint colors must relate to and complement the colors of the homes in the surrounding area and the Community as a whole
- Paint colors must be congruent with the design of the property
- Painting and/or decorative staining of sidewalks, walkways and/or steps leading to a home/property front porch, front entrance (or rear entrance in the case of Cottage / Village homes), driveways, or garage access doors clearly visible from the street or public sidewalk is not permitted

PATIOS

(See also Decks)

SARB application, review and approval are required for the addition, modification, construction or installation of patios.

- Patios must be consistent with the architectural character and design of the house in terms of style, color and material
- Patios must be consistent with the visual scale of the house and property
- Patios are not permitted on the front or side portions of homes
- Patio plans and specifications must meet City of Franklin Code requirements and have all necessary building permits *(where applicable)*
- Tennessee Law requires a property owner or contractor to notify the utility companies of any excavation or digging to protect yourself and your property against underground utility damage and liability *(Tennessee One-Call can be reached 24 hours a day, 7 days a week by simply dialing 811 from your phone)*

PERGOLAS

(See also Arbors, Gazebo and Trellis)

SARB application, review and approval are required for the addition, modification, construction or installation of pergolas.

- Pergolas must be consistent with the architectural character and design of the house in terms of style, color and material
- Pergolas must be consistent with the visual scale of the house and property
- Pergolas must not adversely affect views, natural light or ventilation of adjacent properties
- Pergolas made of wood must be painted or stained a color that blends with or complements the dominant house color(s)
- Pergolas made of materials other than wood, such as sturdy metal or PVC, will be considered on a case-by-case basis through the Improvement Application process.
- Pergolas are not permitted in the front of homes

PLAY SETS, EQUIPMENT, AND STRUCTURES

(See also Swing Sets)

SARB application, review and approval are required for the addition, modification, installation or construction of all types of recreational play sets, equipment or structures whether fixed, permanent, in-ground, portable or free-standing.

Play sets, equipment and structures include but are not limited to: swing sets, play sets, play equipment, play houses, sandboxes, trampolines, tether ball, etc.

- Play sets, equipment and structures are not permitted in the front of properties
- Play sets, equipment and structures must be located inside of side yard, courtyard or backyard setback requirements
- Play sets, equipment and structures must be placed in locations that are the least visible from the street and from adjacent and/or impacted properties
- Play sets, equipment and structures may require landscape screening
- Play sets, equipment and structure materials are recommended and preferred to be constructed of wood
- Play set, equipment and structure wearing surfaces, canopies and accessories must be neutral in color
- Play sets, equipment, and structure height(s) are to be a maximum of thirteen (13) feet

PONDS | WATER FEATURES

(See also Fountains, Bird-Bath Fountains)

SARB application, review and approval are required for the addition, modification, construction or installation of built-in ponds or similar water features.

- Ponds or similar built-in water features must be compatible with the overall design and architectural character of the property in terms of style, color, size and material
- Ponds or similar built-in water features must be consistent with the visual scale of the house and property
- Ponds or similar built-in water features are not permitted in the front of properties
- Ponds or similar built-in water features and/or their corresponding equipment must not adversely affect views, natural light or ventilation of adjacent properties
- Ponds or similar built-in water features equipment must be placed in as inconspicuous a location as possible, so as not to detract from original property elevations, overall look, design or aesthetics of the property or adjacent properties
- Ponds or similar built-in water feature plumbing and/or equipment lines must be subterranean or concealed and are not permitted in the front of properties
- Ponds or similar built-in water features plans and specifications in terms of water supply, drainage or disposal must meet City of Franklin Code requirements and have all necessary building permits *(where applicable)*
- Tennessee Law requires a property owner or contractor to notify the utility companies of any excavation or digging to protect yourself and your property against underground utility damage and liability

(Tennessee One-Call can be reached 24 hours a day, 7 days a week by simply dialing 811 from your phone)

ROOF | ROOFING

(See also Gutters)

SARB application, review and approval are required for roof replacement or modifications.

- Roof / shingle colors must relate to and complement the colors of the home and homes in the surrounding area
- Roof / shingle composition or material must be congruent with the design of the property
- A replacement roof cannot be installed over an old, existing roof

SCREENED-IN PORCHES | SUNROOMS

SARB application, review and approval are required for the addition, modification, alteration, construction or installation of a screened-in porch or sunroom to an existing home or property.

- Screened-in porches or sunrooms must be compatible with the architectural character and design in terms of style, color and material
- Screened-in porches or sunrooms must be consistent with the visual scale of the house
- Screened-in porches or sunrooms roofing must match or complement the existing structure in slope and form
- Screened-in porches or sunrooms windows and doors are to relate well with existing exterior openings
- Screened-in porches or sunrooms must not adversely affect views, natural light or ventilation of adjacent properties
- Screened-in porches or sunrooms plans and specifications must meet City of Franklin Code requirements and have all necessary building permits (*where applicable*)
- Tennessee Law requires a property owner or contractor to notify the utility companies of any excavation or digging to protect yourself and your property against underground utility damage and liability
(Tennessee One-Call can be reached 24 hours a day, 7 days a week by simply dialing 811 from your phone)

SCREENING: HVAC UNITS | HEAT PUMPS | POOL AND SPA EQUIPMENT | REFUSE CONTAINERS ETC.

(See also Fencing for applicable criteria and instructions for application in this regard)

SARB application, review and approval are required if the desired screening material takes the form of any type of fence or screening panels.

SARB application is *not* required if the desired screening material takes the form of any type of plant material or shrubbery.

In both cases:

- Screening must be consistent with the property and other neighborhood materials
- Screening must be compatible with the overall design and architectural character of the property in terms of style, color, size and material

SOLAR PANELS | SOLAR VENTS | SKYLIGHTS | LIGHT TUBES | WATER HEATER AND FURNACE VENTS | RADON SYSTEMS

SARB application, review and approval are required for the addition, construction or installation of solar panels or other similar roof or home attachments or modifications. These include solar vents, skylights, light tubes, tankless water heater vents, radon systems etc.

- Solar panels or collectors are to be placed flush with and in the same plane as the roof line/shape
- Solar panels that cannot be flush mounted must have supports that match and/or are painted to match the roof
- Solar panel lines or plumbing lines from collectors must be painted and/or concealed
- Solar panels, solar vents, skylights, light tubes, tankless water heater vents, radon systems or other similar exterior attachments, equipment or venting should match the color of the home or roof (*where applicable*)
- Solar panels, solar vents, skylights, light tubes, tankless water heater vents, radon systems etc. (as well as their corresponding equipment) must be placed in as inconspicuous a location as possible so as not to detract from original property elevations, overall look, design or aesthetics of the property or adjacent properties

SWIMMING POOLS

(See also Hot Tubs, Spas)

SARB application, review and approval are required for the addition, modification, construction or installation of a swimming pool.

- Swimming pools must be compatible with the overall design and architectural character of the property in terms of style, color, size and material
- Swimming pools must be consistent with the visual scale of the house and property
- Swimming pools and/or their corresponding equipment must not adversely affect views, natural light or ventilation of adjacent properties
- Swimming pools as well as their corresponding equipment must be placed in as inconspicuous a location as possible so as not to detract from original property elevations, overall look, design or aesthetics of the property or adjacent properties
- Swimming pool plumbing and/or equipment lines must be subterranean or concealed
- Swimming pool equipment must be enclosed or screened
- Fencing for swimming pools must be installed as required by City of Franklin codes and homeowner's insurance requirements (see Fence | Fencing section for additional fence criteria)
- Swimming pools and/or pool equipment are not permitted in the front of homes
- Swimming pools in the form of permanent, manufactured, above-ground pools are not permitted
- Swimming pool plans and specifications in terms of water supply, drainage, and water disposal systems must meet City of Franklin Code requirements and have all necessary building permits (*where applicable*)
- Tennessee Law requires a property owner or contractor to notify the utility companies of any excavation or digging to protect yourself and your property against underground utility damage and liability
(Tennessee One-Call can be reached 24 hours a day, 7 days a week by simply dialing 811 from your phone)

SWING SETS

(See also Play Sets, Equipment and Structures)

SARB application, review and approval are required for the addition, modification, installation or construction of swing sets and all types of recreational play sets, equipment or structures whether fixed, permanent, in-ground, portable or free-standing.

- Swing sets are not permitted in the front portion of properties
- Swing sets must be located inside of side yard, courtyard or backyard setback requirements
- Swing sets must be placed in locations that are least visible from the street and from adjacent and/or impacted properties
- Swing sets may require landscape screening
- Swing sets materials are recommended and preferred to be constructed of wood
- Swing set wearing surfaces, canopies and/or accessories must be neutral in color
- Swing set height(s) are to be a maximum of thirteen (13) feet

TRELLIS

(See also Arbor, Gazebo and Pergolas)

SARB application, review and approval are required for the addition, modification, construction or installation of trellises.

- Trellises must be compatible with the architectural character and design of the house in terms of style, color and material
- Trellises must be consistent with the visual scale of the house and property
- Trellises must not adversely affect views, natural light or ventilation of adjacent properties
- Trellises must be a wood or paint color that blends or complements the dominant house color(s)

WINDOWS: STORM WINDOWS | SHUTTERS | WINDOW BOXES | WINDOW TINTING

SARB application, review and approval are required for the addition, modification, construction or installation of permanent, attached or affixed windows, storm windows, shutters, window boxes and window tinting.

- Windows, storm windows, shutters and/or window boxes must be compatible with the architectural character and design of the house in terms of style, color, size and material
- Windows, window boxes and shutters must be consistent with the visual scale of the house
- Window boxes and shutters must be a solid color that blends or complements the dominant house color(s)
- Window box, shutter or storm window mountings must match the trim or dominant color of the house
- Windows with internal and/or built-in mini blinds are not permitted
- Windows with security-type bars are not permitted
- Window tinting must take the following criteria into consideration
 - VLT – Visible Light Transmitted must be 50% or more
 - Finish – No mirror-finish tinting will be permitted

IV. GLOSSARY OF TERMS

CCRs - Covenants, Conditions and Restrictions for the WillowSprings Community as recorded in 2001 and with all amendments to date

Community - Refers to the WillowSprings Community as established in the CCRs

Community Manager - Refers to the property management company representative assigned to help manage the community at HOA Board direction

Community Standards - Refers to a set of Standards, Rules and Regulations for the WillowSprings Community approved by the HOA Board

CSC - Refers to the Community Standards Committee

HOA Board – Refers to the WillowSprings Homeowner Association Board of Directors, as elected each year at the annual March meeting

Improvement Application - Refers to the form / application submitted to the SARB by homeowners wishing to make exterior changes, additions, improvements or modifications to their property

Management Company - Refers to the company currently managing WillowSprings at HOA Board direction

Owner- One or more persons or entities holding the record title to any residential unit. The owner of a residential unit which is under lease should be as follows: for the purpose of membership, including matters related to voting and assessment, the record owner or owners of the residential unit; for the purpose of use and enjoyment of common facilities and amenities which are part of the common areas, the tenant or tenants residing in the residential unit.

SARB – Refers to the Site and Architectural Review Board

SARB Rules and Regulations - Refers to a set of Site and Architectural Review Board Rules and Regulations as sanctioned by the CCRs and approved by the HOA Board